⟨ELA⟩ ELA PACKAGING for ESBOCES FULL SERVICE DELIVERY ⟨ELA⟩

PLEASE NOTE: **Test booklets are scanned and converted to electronic images for computer scoring so be sure that each booklet submitted has a pre-printed student barcode label placed under the hand written student name at the left margin on the FRONT of the booklet** *(see presentation notes and SDS flyer for placement of labels and quality control guidelines).*

- *Please remove extraneous sheets of paper, staples, clips or post-it notes from within the test booklets.*
- **Blank pages at the back of tests booklets <u>MUST NOT</u> be removed from the test booklets. Every delivered test booklet must have the same number of pages!**
- **Under no circumstances should students be instructed to remove any pages from the ELA test booklets.**

BOX PACKAGING - ONLY SUBMIT COMPLETED ANSWER BOOKLETS:

- **Do not submit any blank booklets.**
- **Return only the constructed response booklet. At least one constructed response should be answered.**
- **For word-processed assessments, please make a copy of the word-processed responses, then cut and tape them into the correct response areas in the test booklet. Staple the original typed responses to the back cover of the booklet with a single staple**.
- **For students who utilized a scribe to complete the assessment, please transcribe student responses into the correct response areas in the test booklet. Staple the sheets of paper used for dictation to the back cover with a single staple**.
- <u>**Both scribed and word-processed tests should be placed at the top of the box so they can be assessed to confirm that answers have been transcribed into the booklets. These books WILL be scanned and are not considered hand scoring.**</u>

Booklet types requiring hand scoring include:

- **Large print** versions of the assessment.
- **Braille** versions of the assessment.

Place these "**hand scoring booklets**" in <u>**envelopes at the top of the box, separated by grade.**</u> Tape hand scoring form to the envelope.

- ✓ Multiple grades may be packaged in the same box as long as the grades are bundled separately.
- ✓ Envelopes may be used for grades/districts with low enrollment.
- ✓ Register your boxes at http://status.oscworld.com. A registration label must be attached to each box or envelope in an area where it will not be damaged when opened. See the "Box Registration Instructions" for further details.
- ✓ Use sturdy boxes no larger than standard "copy paper" boxes. Smaller boxes may be used to prevent small amounts of tests or answer sheets from shifting within the box.
- ✓ Include completed roster copies in the box.

ANSWER SHEET PACKAGING – ANSWER SHEETS MUST BE PACKAGED SEPARATE FROM BOOKLETS

- ✓ Answer sheets **MUST NOT** be packaged along with the test booklets. Answer sheets are submitted to Student Data Services directly as per their instructions.
- ✓ You must include all <u>**completed**</u> rosters in the **ANSWER SHEET** box.
- ✓ Follow protocol and procedures provided by Student Data Services.

April 6, 2021